



BROWNSVILLE
PUBLIC UTILITIES BOARD

REGULATORY/POLICY COMMITTEE MEETING

● ● ● THURSDAY, MAY 28, 2026



BROWNSVILLE
PUBLIC UTILITIES BOARD

Call Open Meeting To Order

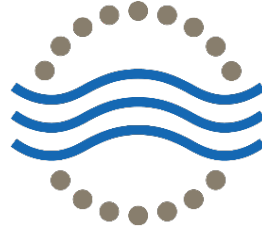


BROWNSVILLE
PUBLIC UTILITIES BOARD

Public Comments

Items For Presentation and Discussion

1. Presentation, Discussion and Possible Recommendations to Revise the Board's Policy on Policies and Procedures - Paul Gonzalez
2. Presentation and Discussion of Revisions to the Brownsville Public Utilities Board Personnel Policies, Policy No. 9-Vacation Leave - Claudia Lujan
3. Presentation and Discussion of Revisions to the Brownsville Public Utilities Board Personnel Policies, Policy No. 39-Nepotism - Claudia Lujan
4. Presentation and Discussion of Revisions to the Brownsville Public Utilities Board Personnel Policies, Policy No. TBD-Anti-Fraud Policy (Policy Not Numbered) - Claudia Lujan
5. Presentation and Discussion of Proposed Brownsville Public Utilities Board Personnel Policies, Policy No. TBD - Delegation of Authority and Chain of Command - Claudia Lujan



BROWNSVILLE
PUBLIC UTILITIES BOARD

Revising the Board Policy on Policies & Procedures

● ● ● REGULATORY/POLICY COMMITTEE | May 28, 2026

Paul M. Gonzalez

General Counsel & Chief Legal Officer & Records Management Officer

Legal Department

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Governance Refresh on Policies

The refreshed model separates Board-adopted policies from administration-developed procedures to clarify authority and accountability.

Operational Flexibility

Empowering management to rapidly update procedures improves operational speed and quality without creating excess paperwork.

Standardization and Modernization

Phased template standardization over five years allows gradual modernization without disruptive system-wide changes.

Records Management Role

Records Management serves as organizer of documents, ensuring version control and retention without substantive approvals.

Why a “Refresh”?

Experience demonstrates deficiencies in the overall process regarding policies and procedures under the existing Board policy.

By adopting a cumbersome process applicable to Texas public school districts, the 2015 policy:

- blurred Board governance and management operations, reducing management agility and oversight clarity;
- formatting rules slowed updates and discouraged procedure documentation due to excessive compliance work;
- multi-level pen-based signature requirements caused delays, particularly for urgent procedure updates; and
- broad Records Management duties risked turning it into an operational gatekeeper, diluting the role of the substantive area responsible for the procedure.

Governance Realignment

Separation of Responsibilities

The Board adopts policies, while the CEO and administration develop procedures to implement those policies effectively.

Improved Accountability

Clear authority lines enhance accountability with the Board approving governance rules and CEO/designee approving operational steps.

Operational Responsiveness

Management can revise procedures quickly without board approval, ensuring timely operational adjustments within policy limits.

Risk Management and Controls

Policies set required controls and procedures detail their implementation, supporting strong internal controls and risk management.

Role of Records Management Department

Core Records Management Duties

Focuses on maintaining repositories, version control, document identifiers, and metadata to ensure consistency and accuracy.

Governance and Accountability Separation

Records Management supports publication controls but does not approve operational content, preserving clear accountability among departments, management, legal counsel, and the Board.

Compliance and Risk Reduction

Effective records management enhances compliance with public-sector transparency, audit readiness, and litigation holds, reducing risks from outdated procedures.

Value-Adding Repository Function

Centralized cataloging and version control support organizational continuity and ensure governance documents are discoverable, current, and properly retained.

Practical Implementation

Simplified Formatting Requirements: The approach focuses on clarity and content, moving away from rigid style rules like fonts or borders.

Minimum Content Elements: Policies and procedures must include essential elements such as purpose, scope, roles, and review cycle for consistency.

Phased 5-Year Standardization: Gradual conversion of existing documents over five years balances workload and maintains operational compliance.

Digital Repository and Continuous Improvement: Modern digital repositories enhance access, searchability, and support continuous readability improvements.

Outline of Next Steps

Board Policy Adoption

The Board is asked to adopt the draft governance policy defining policy and procedure roles and a five-year standardization plan.

CEO Operational Procedures

CEO will implement administrative procedures detailing document lifecycle including drafting, reviews, approvals, and training.

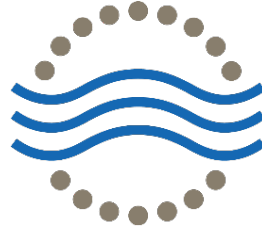
Transition and Standardization

Existing documents remain valid while staff gradually standardizes formats over five years balancing consistency with capacity.

Next Steps and Metrics

Records Management publishes policies, CEO confirms approvals, departments align reviews, and success metrics track progress.

Questions & Discussion



BROWNSVILLE
PUBLIC UTILITIES BOARD

Policy No. 9 - Vacation

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE
PUBLIC UTILITIES BOARD PERSONAL POLICIES & PROCEDURES

● ● ● REGULATORY/POLICY COMMITTEE | THURSDAY MAY 28, 2026

Claudia Lujan

Director of Human Resources


Human Resources Division

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Current Policy

- Last revised and approved by the Board on January 8, 2024.
- Establishes accrued vacation for eligible employees and the general guidelines for use.

Policy Updates

- The policy was reviewed and updated to ensure it is current and in compliance with federal, state and local regulations.
 - Policy formatting was updated, reorganized and revised to align with new policy structure.
 - Updates better align with the organizational culture.
 - Allows for better workforce planning.
- 

Policy Changes

CURRENT

- Vacation cannot be used once resignation/retirement submitted.
- Payout at regular pay.
- Allows for probationary payout.

PROPOSED

- Vacation may be requested once resignation/retirement submitted.
- Payout at base pay rate.
- Initial six-month probationary employees not eligible for accrued vacation payout.



BROWNSVILLE
PUBLIC UTILITIES BOARD

Questions?



BROWNSVILLE
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Policy No. 39 - Nepotism

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE
PUBLIC UTILITIES BOARD PERSONAL POLICIES & PROCEDURES

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Claudia Lujan

Director of Human Resources

Human Resources Division

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Policy Updates

CURRENT

- Last revised and approved by the Board on April 8, 2024.
- Establishes a policy to eliminate actual or perceived conflicts of interest arising from familial or close personal relationships in the workplace.

PROPOSED

- Policy formatting was updated, reorganized and revised to align with new policy structure.
- Clarified supervision of and recommendations regarding a relative.
- The policy was reviewed and updated to ensure it is current and in compliance with federal, state and local regulations.
- Removed Section 30 reference to the Brownsville City Charter and Board of Directors/City Commission relationships.



BROWNSVILLE
PUBLIC UTILITIES BOARD

Questions?



BROWNSVILLE
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Policy No. TBD – Anti-fraud

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE
PUBLIC UTILITIES BOARD PERSONAL POLICIES & PROCEDURES

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Claudia Lujan

Director of Human Resources

Human Resources Division



Policy Updates

CURRENT

- Last approved by the Board on December 12, 2005.
- Establishes the development of controls to aid in the prevention and detection of fraud.

PROPOSED

- The policy was reviewed and updated to ensure it is current and in compliance with federal, state and local regulations.
- Policy formatting was updated, reorganized and revised to align with new policy structure.
- Incorporated the following to fraudulent activities:
 - Falsification, alteration or improper manipulation of records, reports, or data.
 - Knowingly concealing or misrepresenting conflicts of interest.



BROWNSVILLE
PUBLIC UTILITIES BOARD

Questions?



BROWNSVILLE
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Policy No. TBD – Delegation of Authority and Chain of Command

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE
PUBLIC UTILITIES BOARD PERSONAL POLICIES & PROCEDURES

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Proposed Policy

- Policy formalizes the structure for communication, decision-making and organizational oversight to maintain consistency and transparency.

Policy Highlights

Delegation of Authority

- Defines who can delegate and who may be authorized.
- Temporary in nature.

Chain of Command

- Employees should communicate through appropriate channels and seek approval as required.
- Sets expectations as to when bypassing the chain of command may occur.



BROWNSVILLE
PUBLIC UTILITIES BOARD

Questions?



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RECESS TO CLOSED MEETING

TO CONSIDER MATTERS PURSUANT TO TEX. GOVERNMENT CODE CHAPTER 551,
ET SEQ.



BROWNSVILLE
PUBLIC UTILITIES BOARD

Closed Session Item

1. PRESENTATION AND DISCUSSION: COMPLIANCE REPORT - 2026 TEXAS RELIABILITY ENTITY (RE) AUDIT RESULTS - GUSTAVO LEAL



BROWNSVILLE
PUBLIC UTILITIES BOARD

RECONVENE OPEN MEETING

1. DISCUSSION AND POSSIBLE RECOMMENDATION ON CLOSED MEETING ITEMS
—
2. DISCUSSION AND/OR REQUESTS FOR FUTURE AGENDA ITEMS -



BROWNSVILLE
PUBLIC UTILITIES BOARD

Adjournment
